

ROUTINE AND PROMOTION RULES FOR THE POST OF REGULAR CLASS-IV
 EMPLOYEES IN THE DEPARTMENT OF EDUCATION, HIMACHAL PRADESH.

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10/1/2001

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| 1. Name of the Post: | Regular Class-IV employees | As per
annexure
attached |
| 2. Number of posts: | 3842 (Regular & adhoc) | |
| 3. Classification: | Class-IV | |
| 4. Scale of pay
(Be given in expanded
notation) | 750/- with start of Rs. 770-30-950-35+10
40-1320-45-1410. | |
| 5. Whether selection post
or Non-Selection post | Non-selection | |
| 6. Agee for direct recruitment: | | |

Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on adhoc or on contract basis.

Provided further that if a candidate appointed on adhoc basis had become overage on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such adhoc or contract appointment.

Provided further that upper age limit is relaxed for schedule caste/scheduled Tribes/other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Govt.

Provided further that the employees of Public Sector Corporations and Automomous Bodies who happened to be Govt. servants before absorption in Public Sector Corporations/Autonomous Bodies at the time of intial constitutions of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Govt. servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/Autonomous Bodies who were/are subsequently appointed by such Corporations/Autonomous bodies and who are/were finally absorbed in the service of such Corporations/Autonomous Bodies after intial constititition of the Public sector Corporation/Autonomous Bodies.

1) Age limit for direct recruitment will be reckoned on the first day of the year in which the post is /are advertised for inviting applications or notified to the

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Employment exchanges ~~or~~ the case may be.

(2) Age and experience in the case of direct recruitment relaxable at the discretion of the Himachal Pradesh Public service commission in case the candidate is otherwise qualified.

7. Minimum Educational and other qualification required for direct recruits.

a) ESSENTIAL:

Should be at least Middle pass from a recognised Board/University.

b) DESIREABLE QUALIFICATIONS:

Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.

AGE:- NO
Educational Qualification --- No.

9. Period of Probation, if any

Two years subject to such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.

10. Method of recruitment whether by direct recruitment ~~or~~ by promotion deputation, transfer and the percentage of vacancies to be filled up by various method.

100% by promotion

11. In case of recruitment by promotion, deputation, transfer grade from which promotion/deputation/transfer is to be made:

100% by promotion from amongst the part-time /Whole time contingent paid employees ^{of the post} within the District on the basis of seniority subject to rejection of unfit ^{of the post} ~~Direct recruitment~~

NOTE: Female employees on promotion will not be posted as chowkidar. In case of their promotion they will be adjusted against the post of other class-IV and male incumbents of class-IV will be adjusted as chowkidar within the same institution/office.

(1) In all cases of promotion, the adhoc service rendered in the feed post upto 31.3.91, if any, prior to

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regular appointment to the post shall be taken into account towards the length of service as prescribed in these rules for promotion subject to the conditions;

i) that in all cases where a junior person becomes eligible for consideration by virtue of his total length of service (including the service rendered on adhoc basis upto 31.3.1991) in the feeder post in view of the provision referred to above, all persons senior to him in the respective category /post cadre shall be deemed to be eligible for consideration and places of the junior persons in the field of constitution provided that all incumbents to be considered for the promotion shall possess the minimum qualifying service of at least three years or that prescribed in the Recruitment and Promotion Rules for the post, whichever is less

Provided further that where a person becomes eligible to ~~xxx~~ be considered for promotion on account of recruitment of the precedents provision, the person (s) junior to him shall also be deemed ineligible for consideration for such promotion.

EXPLANATION: The last provision shall not render the Junior incumbents ineligible for consideration for promotion if the senior ineligible person happened to be Ex-serviceman recruited under the provision of Rule of Demobilised Armed Forces Personnel (Reservation of Vacancies in Himachal Pradesh State Non-Technical services) Rules, 1972 and having been given the benefit of seniority thereunder or recruited under the provision of Rule Ex-serviceman (Reservation of Vacancies in the H.P. Technical Service) Rules, 1985 and having been thereunder.

(2) Similarly, in all cases of confirmation, adhoc service rendered on the feeder post upto 31.3.1991, if any, prior to the regular appointment against such post shall be taken into account towards the length of service provided the inter-se-seniority as a result of confirmation after taking into account the service rendered upto 31.3.1991 shall remain unchanged.

12. If a Departmental Promotion Committee exists, what is its composition:

As may be constituted from time to time.

13. Circumstances under which the H.P.P.S.C is to be consulted in making recruitment:

As required under the law.

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al recruitment for
st recruitment:

A candidate for appointment of any serv
or post must be :-

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan regupee who came over the
India before the January, 1962 with the
intention of permanently settled in India.
- (e) a person of Indian origin who has mi
ted from Pakistan, Burma, Shri Lanka, East
Africa countries of Kenya Uganda, the Uni
Republic of Tanzania (Formerly Tanazanyin
and Zanabiar), Zambia, Malwa, Zaire and
Eithopia with the intertion of Permanent
settling in India.

Provided that a candidate belongs to cat
ries (b)(c)(d) and(e) shall be a pers
in whose favour a certificate of eligibil
has been issued by the Govt. of India.

A candidate in whose case a certificate
eligibility is necessary may be admitted
an examination or interview conducted by
H.P. Public service Commission or recruit
authority, but the offer of appointment
be given only after the necessary eligi
lity certificate has been issued to him
the Govt. of India.

selection for
appointment to post
by direct recruitment

Selection for appointment to the post in
case of direct recruitment shall be made
the basis of viva test if Himachal Pradesh
Public Service Commission or other recruit
authority, as the case may be, so consid
necessary or expedient by a written tes
practical test, the standard/syllabus etc
of which, will be determind by authority
the case may be.

reservation:

The appointment to the service shall hav
subject to orders regarding reservation
the service for schedule caste/schedule
Tribes/Backward class and other categorie
of persons issued by the Himachal Pradesh
Govt. from time to time.

Departmental Examination:
Power to relax:

Not applicable.
Where the State Govt. is of the opinion
it is necessary or expedient to do so,
may, by order for reasons to be record
writing and in consultation with the H
S.C. , relax any of the provisions of
Rules with respect to any class or cat
of persons or posts.

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Copy forwarded to:-

1. All Administrative Secretaries, Secretaries, Joint Secretaries, Deputy Secretaries, Under Secretaries, to the Government of Pradesh.
2. All the Heads of Departments, Himachal Pradesh.
3. Divisional Commissioner, Mandi/Shimla and Kangra, Himachal Pradesh.
4. All Deputy Commissioners in Himachal Pradesh.
5. The Secretary to the Governor, Himachal Pradesh, Shimla.
6. The Controller, Printing & Stationery, Himachal Pradesh, for publication of these Rules in the ordinary Gazette of H.P.
7. All the Section Officers in H.P. Sectt.
8. 200 Spare copies for Guard file.

J. K. Nair, Sr.
Under Secretary (Pers.) to
Government of Himachal Pradesh